

# INMATE PROPERTY FAQ

**1) Do I need ID for dropping off clothing or picking up property?**

Yes. Valid Government issued photo ID is required for a property drop-off. State issued driver's licenses, learner's permits and identification cards, military ID, US Passport, and NY State Benefit cards are acceptable.

**2) What items am I allowed to drop off for an inmate?**

6 short sleeve t-shirts – white only, 6 pair of underwear, 6 pair of socks, 1 grey sweatshirt, 2 solid color bath towels (EXCEPT WHITE,) 2 solid color wash clothes (EXCEPT WHITE,) 3 sport bras (FEMALES ONLY,) and 1 soft covered bible. No items with buttons, drawstrings, logos, snaps, pockets, zippers, or writing of any kind will be accepted.

**3) When can I drop off trial clothes for an inmate?**

One set of trial clothes will be accepted for an inmate within one week of the scheduled trial date.

**4) How can I send books/magazines/newspapers to an inmate?**

Soft covered books and magazines may be subscribed/mailed to an inmate directly from the bookstore. No more than four books/magazines at a time will be accepted. Newspapers must be subscribed/mailed directly from the publisher.

**5) How often can I drop off property for an inmate?**

Only one property drop off per incarceration is allowed. If an inmate is in need of more clothing while incarcerated they must purchase it from commissary.

**6) When will the inmate receive their clothing drop-off?**

Property is delivered to the inmates between 4p.m. and 6p.m. on the same day that it is received.

**7) How soon can I drop off clothing once a person is brought into jail?**

The inmate must be out of booking and in a housing unit. This usually occurs within 36 hours.

**8) How do I obtain an inmate's property?**

The inmate must request a "release of property" form from their housing area deputy. This form will designate who is permitted to pick up the property. The form **MUST** be signed by both the inmate **AND** the deputy before any property can be released. Valid government issued photo ID is required to pick up inmate property.

**9) Why can't I pick up an inmate's clothing with his/her property?**

One set of clothing must remain in property for when an inmate is released or otherwise transferred from the facility.

**10) Can I drop off clothes for an inmate to wear when he/she is released?**

No. For security reasons we cannot accept any clothing for an inmate's release. If the inmate does not have clothing in his/her stored property, he/she will be provided clothing upon release.

**11) When can I pick up property for an inmate who is going to state prison?**

Prior to leaving the Monroe County Jail, all inmates designate in writing the name of the individual who will pick up their property once they are transferred. Only after the inmate has been transferred, will that individual be notified by phone that the property is ready for pick-up. This ensures that all of the inmate's property is released at the same time.